

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is supervising one or more police department services or divisions. The employees of this class evaluate and implement division procedures and services, as well as assignments performed by law enforcement officers. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Police Captains oversee the completion and maintenance of records and reports, and the general care and disbursement of equipment and supplies for the division. Duties of this class are performed with little supervision, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks directly below the Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of a specialized police department division and participates in developing procedures to accomplish the goals of the division. Assumes command of division operations in the absence of a superior officer. Oversees law enforcement activities of the department, including patrol, crowd and traffic control, accident investigation, special tactical operations, criminal investigation, and handling of juveniles. Participates or assists in the various respects of a personnel recruitment and selection program as directed. Sets tasks priorities and long term goals for subordinates to best accomplish the goals of the dept. Outlines responsibilities and duties for division personnel, explaining departmental policies, procedures and expectations.

Determines how to organize operations of the division, including how to deploy department personnel and to provide services while minimizing expense. Evaluates the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas. Recommends changes in operational procedures and policies based on evaluations to the appropriate persons.

Supervises police department employees by reviewing work as needed, assigning work schedules and areas, and delegating assignments. Supervises over or holds meetings with subordinates to review, receive or disseminate information, and to discuss

work related problems. Counsels employees experiencing work problems. Monitors work pace and progress in order to evaluate overall work performance of subordinates. Writes employee evaluation reports. Resolves employee complaints and grievances. Maintains discipline by conducting corrective interviews, and by recommending disciplinary action to the appointing authority.

Evaluates training needs and provides for employee training at all levels within the department by scheduling department training or outside training to meet the needs. Provides on-the-job training. Provides all necessities and assistance in technical areas to ensure subordinate performance meets department standards.

Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Assists in the participation of an internal affairs review process to investigate any violations of the code of conduct for department members.

Supervises and participates in the preparation and maintenance of departmental records and reports. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining such. Completes records and writes reports required to document the activity of the department, including incident reports. Gathers, compiles and analyzes data needed for reports by utilizing computer information systems.

Oversees the general care, maintenance, and use of departmental property. Supervises the inspections and routine maintenance of equipment. Assigns repair and maintenance tasks to qualified department personnel and ensures completion and correctness. Participates in inventory control by directing the disbursement of supplies and equipment as required.

Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Prepares news releases or any other type of official department position paper for publication. Prepares for court testimony by reviewing the laws of evidence and all information relevant to the case and testifies in court as required.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Assists with the development of a community relations program; writing and delivering speeches and giving demonstrations on all related law enforcement topics in order to meet the identified community needs. Serves as an official department representative and participates in all meetings, conferences or conventions as assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year immediately preceding closing date for application to the board.

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